

## Health & Safety Team Manager

### POSITION DESCRIPTION

#### Position Details

**Title:** Health & Safety Team Manager

**Department:** Human Resources and Health & Safety Consulting

**Reports To:** Associate Partner – Health & Safety

**Direct Reports:** Health & Safety Senior Consultants / Consultants / Graduates

**Issue Date:** October 2024

# FINDEX

---

## Overview

As a H&S Team Manager, you will lead and manage a team of H&S consultants while also undertaking consulting work for our clients.

In your leadership capacity you will be responsible for assigning and reviewing work completed by team members, and providing support to develop capability among team members.

You will leverage your expertise in H&S consulting, to cultivate and manage client relationships effectively, including building your own client list; proactively engaging with them to determine how Findex can best meet their needs under the Family Office structure. Your role will also encompass providing them with valuable insights and guidance on complex H&S issues. You will prepare high-quality H&S work within agreed timeframes, in line with legislation and regulations as well as Findex Group policies and procedures.

Your responsibilities will span a diverse range of H&S work from client consultation through to delivery i.e. H&S plans, audits, policies, wellness strategies, risk registers, contractor management and induction programmes, health and safety investigations and facilitating H&S training.

# FINDEX

## Key Responsibilities

### **People & Leadership**

- Provide guidance and support to consultants and graduates in managing client relationships, work execution, and deliverables, providing feedback to ensure work is delivered to a high standard to meet the client's needs.
- Foster a collaborative and inclusive team culture that promotes creativity, innovation, and continuous improvement.
- Manage, coordinate and delegate client work to team members with an appropriate level of capability to ensure team targets are met.
- Develop and empower team members to deliver exceptional performance by conducting regular formal and informal performance reviews, training, coaching and mentoring. Identify areas for further development within the team to build greater capability.
- Work with the Associate Partner – Health & Safety to attract, develop and retain a high performing team.
- Be the first point of contact for technical queries within the team and ensure queries are addressed promptly and ensure that team adhere to team process guidelines at all times.
- Implement agreed Findex Group initiatives and activities with the team to increase engagement and drive performance as needed.
- Provide positive leadership to team members by leading by example.
- Ensure the team develop and implement their individual marketing plans in line with the team's overall marketing strategy.

### **Provide H&S Consultancy services to clients**

- Develop detailed engagement and proposal documentation to accurately reflect services to be provided and pricing options. Review and input into engagement and proposal documentation developed by team members.
- Prepare H&S advice and deliver high quality work such as - H&S plans, policies, wellness strategies, risk registers, contractor management and induction/training programmes.
- Maintain a detailed understanding of current H&S legislation and up-to-date technical knowledge to ensure compliance with all statutory and relevant regulatory requirements.
- Ensure jobs are completed effectively by meeting technical standards and deadlines, within budget.
- Achieve budgeted chargeable hours, fee targets and profitability of the work for self and team.
- Ensure all documentation including client files are maintained in line with Findex Group compliance requirements.
- Ensure advice is correct, of the highest possible quality and provided within timeframes agreed with the client.

# FINDEX

- Ensure all advice meets the client's needs and expectations.
- Ensure all new client work is authorised correctly in line with Findex Group policy before undertaking work.
- Ensure all client instructions are clearly recorded on file and that each client is kept informed of all developments for their particular job.
- Enlist assistance of other team members for advice and completion of assignments wherever necessary.

## **Marketing and Business Development**

- Ensure existing clients are aware of range of services available and provided by Findex
- Ensure every opportunity for the generation of new work is explored and appropriate opportunities referred to other divisions within Findex.
- Ensure development of own profile within the community through membership of professional and industry groups.
- Participate in the development of initiatives to promote Findex and the services it provides e.g. seminars, client presentations.
- In consultation with the Associate Partner and Partner develop opportunities for new work.
- For all clients, review and develop details engagement and proposal documentation to accurately reflect services to be provided and pricing options.
- Maintain regular contact with the client base to ensure all opportunities to provide services to clients are explored.
- Maintain and develop knowledge of geographical area with a view to keeping abreast of health and safety trends within the region.
- Ensure professional knowledge is kept up to date by regular reading of periodicals, journals and texts, and regular attendance at relevant seminars and attendance at conferences.
- Ensure relationships and networks with relevant people/businesses are developed and maintained so that Findex keeps up to date with current health and safety management practices.

## **Self-management and sundry duties**

- On a daily basis, ensure timesheets are updated in a timely manner so they generate accurate work in progress reports.
- Provide accurate invoicing instructions to the Client Service team, ensuring the process is efficient and in-line with Findex procedures and timeframes.
- Ensure professional and technical expertise is kept up to date by maintaining knowledge of best practice procedures, keeping abreast of current trends, and regularly attending relevant seminars

# FINDEX

and conferences.

- Assist in all other areas designated by the Associate Partner and Partner.

## Soft Skill Competencies

- Please refer to the Findex Core Competencies Framework for more detail

## Technical Skills

- Excellent communication skills
- Strong technical H&S skills
- Strong commercial acumen
- Strong analytical skills
- Excellent attention to detail
- Strong relationship and stakeholder management skills
- Technology savvy
- Maintain accreditation, expanding industry and professional knowledge

## Qualifications

- Degree qualification
- H&S, Management, LLB, Psychology or equivalent qualification

## Practical Experience

- 5+ years' H&S experience
- 3+ years' Team management

## Key Attributes

### Attributes

- Diplomatic, personable and professional
- Positive, proactive and result oriented
- Collaborative team player
- Ability to maintain confidentiality always

# FINDEX

---

- Represent the Findex Group in a professional manner and in accordance with the Key Behaviours when liaising with internal staff and external providers

## Position Interface

### Internal

- Consultancy Team
- Client Services Team
- Adviser Support Teams
- Corporate Services Teams

### External

- Professional Associations
- Clients

## Additional Information

- Travel will be required